

## “New EAMS” Data Validations

New EAMS performs validations on data entered on the **Exempt Earnings**, **Washington Wage Details**, and **Total Employees** screens, and in import files.

- Errors, if unresolved, will prevent you from submitting your quarterly filing.
- Warnings, if unresolved, will not prevent you from filing, but may result in financial penalties for your employer.
- Validations marked ‘Automation’ result in the system automatically performing a correction to ensure that the data meets requirements. They don’t require any action on your part but will result in slight changes to the data displayed and saved in your filings.

Screen	Field	Type	Data Validation
<b>Exempt Earnings</b>	Number of Exempt Officers	Error	The number of exempt officers is a required field
		Error	The number of exempt officers must be a number
		Error	The number of exempt officers must be between 0 and 99999 (inclusive)
	Sum of Exempt Officer Earnings this Quarter	Error	The Sum of exempt officer earnings this quarter is a required field
		Error	The Sum of exempt officer earnings this quarter must be a number
		Error	The Sum of exempt officer earnings this quarter must be between 0 and 999,999,999,999.99 (inclusive)
	Sum of Exercised Stock Options by All Employees this Quarter	Error	The Sum of exercised stock options by all employees this quarter is a required field
		Error	The Sum of exercised stock options by all employees this quarter must be a number
		Error	The Sum of exercised stock options by all employees this quarter must be between 0 and 999,999,999,999.99 (inclusive)

Screen	Field	Type	Data Validation
<b>Import File</b>	N.A.		File-Level Validations—
		Error	No import file was uploaded
		Error	The import file must contain data
		Error	The import file must contain the correct number of columns
		Error	The import file has 50 or more errors
		Error	The import file has over 50 duplicate wage records
		Error	The import file contains more than 10,000 wage records
			Record-Level Validations—
		Error	The Last Name field in at least one row is empty
		Error	The SSN/ITIN field in at least one row is empty or contains an invalid number format
	Error	The Wage field in at least one row is empty	
	Error	The Hours field in at least one row is empty	
	Error	Hours divided into wages is less than minimum wage	
<b>Washington Wage Detail</b>	SSN/ITIN	Warning	SSN cannot be blank
		Warning	SSN belongs to an exempt corporate officer. You cannot report wages for this employee
		Error	SSN must be numeric
		Error	SSN must be nine digits
		Error	First three digits of SSN cannot be all zeros (000-XX-XXXX)
		Error	First three digits of SSN cannot be 666 (666-XX-XXXX)
		Error	Middle two digits of SSN cannot be all zeros (XXX-00-XXXX)
		Error	Last four digits of SSN cannot be all zeros unless the first digit is a '9' (XXX-XX-0000)
		Error	If SSN begins with a '9', middle two digits must be in a range of 70 through 88, 90 through 92, or 94 through 99

Screen	Field	Type	Data Validation
	Last Name	Automation	The system truncates last names that are over 30 characters in length
		Automation	The system converts last names to all capital letters
		Error	Last name must have a minimum of one character
		Error	The following special characters are not allowed in last names: (,) , " , " , < , > , . , , % , \ , \$ , & , [ , ]
		Error	The following special characters are permitted in last names: hyphens (dashes), apostrophe, or spaces
	First Name	Automation	The system truncates first names that are over 30 characters in length
		Error	The following special characters are not allowed in first names: (,) , " , " , < , > , . , , % , \ , \$ , & , [ , ]
Error		The following special characters are permitted in first names: hyphens (dashes), apostrophe, or spaces	
Middle	Automation	The system truncates middle names that are over 20 characters in length	
	Error	The following special characters are not allowed in middle names: (,) , " , " , < , > , . , , % , \ , \$ , & , [ , ]	
		Error	The following special characters are permitted in middle names: hyphens (dashes), apostrophe, or spaces
Suffix	Automation	The system truncates suffixes that are over 4 characters in length	
Hours	Warning	Zero hours are permitted but trigger a warning	
	Error	Blank hours are not permitted	
	Error	Hours cannot be greater than 2208	
	Automation	The 'Hours' field cannot include a decimal. If a decimal is entered, the system rounds to the next highest whole number	
Wages this Quarter	Warning	Hours divided into wages must be greater than minimum wage (Note: this rule is not applied if hours = '0')	
	Error	Posted wages cannot be greater than 999,999,999,999.99	
	Error	Blank wages are not permitted	

Screen	Field	Type	Data Validation
<b>Total Employees</b>	Month 1	Error	Total Employees for each month cannot be blank
	Month 2	Error	Total Employees must be a number
	Month 3	Error	Total Employees cannot exceed six digits
		Error	The Total Employees entered must not be higher than the number of wage records listed on the Wage Detail screen
		Error	If the business has payroll, the sum of the three months' Total Employees must be greater than zero